

City of Norfolk

Department of Utilities

Re: Encroachment Permit for the City of Norfolk's Watershed Properties

Dear Homeowner:

The City Council of the City of Norfolk has authorized the installation and maintenance of piers, bulkheads, fences and similar structures on the City's property bordering the water supply reservoirs. Any property owner who is next to reservoir property may apply for a permit to construct such a structure. The Department of Utilities, Division of Water Resources is responsible for the issuance of these encroachment permits, providing the applicant meets specific minimum standards.

The Department of Utilities is responsible for maintaining the water quality in the reservoir system. Therefore, minimum departmental construction standards have been established as recommended guidelines.

There are several requirements established that must be met before an encroachment permit will be issued. **The property owner must obtain liability insurance in the minimum amount of \$400,000 combined personal injury/property damage per occurrence. The City of Norfolk must be named a co-insured party on the proposed structure.** This is required for protecting both the City of Norfolk and the adjacent property owner.

The insurance policy should read:

City of Norfolk
Department of Utilities
Division of Water Resources
6040 Waterworks Road
Norfolk, Virginia 23502

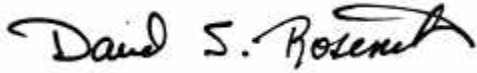
You are also required to obtain all applicable permits from the appropriate local, state and federal agencies.

Division of Water Quality
6040 Waterworks Road / Norfolk, Virginia 23502
(757) 441-5678 / Fax: (757) 441-5639

It is suggested that you review the City Codes contained in this permit package to gain a better understanding of the City of Norfolk's policies before completing the "Basic Application Form" for reservoir construction.

Your cooperation will enhance the reservoir water quality and insure a safe and usable structure.

Sincerely,

A handwritten signature in black ink that reads "David S. Rosenthal". The signature is written in a cursive style with a large, stylized "A" at the end.

David S. Rosenthal, CLM
Reservoir Manager

Local State and Federal Agency Addresses and Phone Numbers

City of Norfolk

Department of Utilities
6040 Waterworks Road
Norfolk, Virginia 23502
(757) 441-5678

City of Norfolk

Department of City Planning and Codes
Administration
Inspections Bureau
400 Granby Street
Norfolk, Virginia 23510
(757) 664-6500

U.S. Army Corps of Engineers

Norfolk District
803 Front Street
Norfolk, Virginia 23510
(757) 441-7656

City of Virginia Beach

Permits and Inspections
Operations Building
Room 100 Municipal Center
Virginia Beach, Virginia 23456
(757) 427-4211

City of Suffolk

Bureau of Inspections
444 W. Washington St.
Suffolk, Virginia 23434
(757) 934-3111

Isle of Wight Inspections

P.O. Box 80
Isle of Wight, Virginia 23397
(757) 357-3191

BASIC APPLICATION FORM
RESERVOIR CONSTRUCTION AUTHORIZATION PERMIT
CITY OF NORFOLK, VIRGINIA - DEPARTMENT OF UTILITIES

- 1a. Applicant's name and complete address:
Mr., Mrs., Ms. (circle one)

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

- 1b. Property Owner's name and complete address:
(if different from above)

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

2. Authorized agent's name
and complete address (if applicable):

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

3. Have you obtained a contractor for the project? __Yes __No If your answer is "yes" complete the remainder of this question and submit the Applicant's and Contractor's Acknowledgement Form with your application.

Contractor's name and complete address:

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

4. Please give the name of the waterbody at the project site, the county or city the project is located in:

Waterbody _____ is located in _____
County/City

5. State the project purpose and provide a brief description of the project

6. Will the project impact wetlands?
___ Yes ___ No ___ Uncertain

If your answer is "YES":

Vegetated wetland area(s) to be impacted?
nontidal _____ square feet

7. Does proposed project involve any existing structures that are on City of Norfolk Reservoir Property?
_____ Yes _____ No If your answer is "Yes", provide the following information:

a. Type of structure: _____

b. Approximate age of structure _____

c. Did the City of Norfolk issue an authorization permit?

Yes _____ No _____ If Yes, date issued _____

d. Date you purchased property: Month _____ Year _____

8. Have you previously had a site visit, applied to, or obtained a permit from any agency (Federal, State, or Local) for any portion of the project described in this application or any other project at the site?
_____ Yes _____ No If your answer is "Yes", provide the following information:

Name of Representative:

<u>Agency</u>	<u>Activity</u>	<u>Application Number</u>	<u>Action Taken</u> (check the appropriate box)
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___ Issued ___ Denied

___ Withdrawn ___ Site Visit

Date Action taken _____

9. a) Has any work commenced or has any portion of the project for which you are seeking a permit been completed?
___ Yes ___ No

b) Are you submitting this application at the direction of any state, local or federal agency? ___ Yes ___ No

If you answer to either question above is "Yes", give details below stating when the work was completed, who performed the work, and which agency (if any) directed you to submit the application. (Please clearly differentiate on your application drawings that portion of the work that has been completed from that which is proposed.)

10. Approximately how long will it take to complete the project after all required permits have been issued?
_____ months

11. List the name and complete mailing address of each adjacent property owner to the project.
12. Have you obtained and enclosed a public liability insurance policy with the City of Norfolk named as co-insured, in the minimum amount of \$400,000 combined personal injury/property damage per occurrence? Yes___ No___ **Be aware that a permit cannot be issued until insurance is obtained.** If No, please explain:

As an applicant, I/we _____ certify that I/we have read and understand the authorization ordinance and will meet all of its requirements. The applicant(s) also certifies that the residence and ownership requirements of the authorization ordinance have been met. The applicant(s) declares that in consideration of the City of Norfolk, permitting me/us to build and/or maintain a pier, bulkhead or other structure on its property subject to the authorization ordinance referred to in this application, hereby, to hold and serve the City of Norfolk harmless, etc. The applicant(s) certifies that all information contained herein is true, accurate and complete.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

APPENDIX A
EROSION AND SEDIMENT CONTROL
REQUIRED FOR ALL PROJECTS

All encroachment projects on City of Norfolk property must adhere to the Virginia Erosion and Sediment Control Regulations (July, 2001) and the Minimum Standards of the Virginia Erosion and Sediment Control Handbook, Third Edition, 1992. All encroachment applications must include an Erosion and Sediment Control plan and narrative. The erosion and sediment control plan must be an independent entity from the working or construction drawings of the project.

PLEASE COMPLETE THE CHECKLIST. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION AS IT PERTAINS TO THE PROJECT OR THEY WILL BE RETURNED AS INCOMPLETE:

CHECKLIST

- ☐ Construction Entrance
- ☐ Straw Bale Barrier
- ☐ Silt Fence
- ☐ Turbidity Curtain
- ☐ Topsoiling
- ☐ Temporary Seeding
- ☐ Permanent Seeding
- ☐ Sodding
- ☐ Mulching
- ☐ Soil Stabilization Blankets and Matting
- ☐ Trees, Shrubs, Vines, and Ground Covers
- ☐ Tree Protection

* Erosion and sediment control measures must be properly maintained, and remain in place until the upslope area has been permanently stabilized.

Indicate in the narrative the responsible party for each of the above (property owner, contractor, etc.). In lieu of permanent seeding, the owner, agent, or contractor must submit a separate landscape plan for approval.

Failure to comply with the Virginia Erosion and Sediment Control Regulations and Minimum Standards may result in the revocation of the encroachment permit, and the complete removal of all encroachments from City of Norfolk property.

**APPENDIX B
PRIVATE PIERS**

PLEASE COMPLETE THE CHECKLIST. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:

Plan View Drawing

- ☐ north arrow
- ☐ waterway name
- ☐ existing structures
- ☐ benchmarks showing distances to fixed points of reference
- ☐ ordinary high water line (nontidal)
- ☐ location of vegetated wetlands at the project site
- ☐ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- ☐ City of Norfolk property line at time of construction
- ☐ distance the proposed structure will be located from the adjoining property lines
- ☐ width of the waterway (measuring from ordinary high water to ordinary high water (nontidal))
- ☐ channelward encroachment relative to ordinary high water lines
- ☐ dimensions of pier and all L/T-head section, platform, or deck

Side View Drawing

- ☐ existing contours of the bottom and wetland surface
- ☐ ordinary high water level (nontidal areas)
- ☐ height of pier over existing bottom or wetland surface
- ☐ erosion and sediment control measures (e.g. silt fence)

- ☐ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

APPENDIX C
BULKHEADS & ASSOCIATED BACKFILL

PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:

Plan View Drawing

- ☐ north arrow
- ☐ waterway name
- ☐ existing structures
- ☐ benchmarks showing distances to fixed points of reference
- ☐ ordinary high water line (nontidal)
- ☐ channelward encroachment relative to ordinary high water lines
- ☐ location of vegetated wetlands at the project site
- ☐ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- ☐ City of Norfolk property line at time of construction
- ☐ return walls (if applicable)
- ☐ connection with existing bulkhead(s) (if applicable)
- ☐ proposed riprap scour protection (if applicable)
- ☐ proposed backfill
- ☐ length of bulkhead

Cross Section Drawing

- ☐ design & dimensions including all structural components (i.e. deadmen, knee braces, sheeting, etc.)
- ☐ material to be used for construction
- ☐ existing contours of the bottom and wetland surface
- ☐ ordinary high water level (nontidal)
- ☐ proposed backfill
- ☐ base width and height of proposed riprap scour protection (if applicable)
- ☐ filter cloth
- ☐ erosion and sediment control measures (e.g. silt fence)

☐ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map if preferred).

1. a) Is any portion of the project maintenance or replacement of an existing and currently serviceable bulkhead and/or backfill? ☐ Yes ☐ No Linear feet existing: _____.

b) If yes, is it possible to construct the new bulkhead no greater than 2 feet channelward of the existing bulkhead? ☐ Yes ☐ No If your answer is "No", explain:

2. Describe type of construction and materials to be used and all fittings for the bulkhead:

3. What is the source of the backfill?

4. What is the composition of the backfill material (e.g. 80% sand, 15% clay, and 5% silt)?

5. Will any portion of the project be placed on wetlands or subaqueous land? ____Yes ____No
If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Nontidal
Vegetated wetlands	sf
Subaqueous	sf

APPENDIX D RIPRAP REVETMENT & ASSOCIATED BACKFILL

PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWING MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:

Plan View Drawing

- ☐ north arrow
- ☐ waterway name
- ☐ existing structures
- ☐ benchmarks showing distances to fixed points of reference
- ☐ ordinary high water line (nontidal)
- ☐ location of vegetated wetlands at the project site
- ☐ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- ☐ City of Norfolk property line at time of construction
- ☐ channelward encroachment relative to ordinary high water lines
- ☐ connection with existing bulkhead or riprap structures (if applicable)
- ☐ proposed backfill
- ☐ length of revetment

Cross Section Drawing

- ☐ proposed backfill
- ☐ ordinary high water (nontidal)
- ☐ existing contours of the shoreline and/or bank
- ☐ dimensions of proposed revetment
- ☐ filter cloth
- ☐ buried toe or riprap apron
- ☐ proposed grading of existing bank relative to ordinary high water
- ☐ erosion and sediment control measures (e.g. silt fence)

☐ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. What will be the average amount of material placed below the plane of ordinary high water per linear foot of shoreline? _____cu.yd(s) per ft. OR _____ton(s) per ft.
2. What type of material will be used for construction of the riprap revetment (e.g. quarry stone, etc)?
3. What will be the average weight of the: Core material (bottom layers) _____pounds per stone
Armor material (top 2 layers) _____pounds per stone
4. If the revetment will be backfilled, describe the composition of the material to be used (e.g. 80% sand, 15% clay and 5% silt):
5. What is the source of the backfill material?
6. Will any portion of the project be placed on wetlands or subaqueous land? _____Yes _____No
If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Nontidal
Vegetated wetlands	sf
Subaqueous land	sf

**APPENDIX E
BOAT STORAGE RAMP**

PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWING MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:

Plan View Drawing

- ☐ north arrow
- ☐ waterway name
- ☐ existing structures
- ☐ benchmarks showing distances to fixed points of reference
- ☐ ordinary high water line (nontidal)
- ☐ location of vegetated wetlands at the project site
- ☐ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- ☐ City of Norfolk property line at time of construction
- ☐ channelward encroachment relative to ordinary high water lines
- ☐ connection with existing structures (if applicable)
- ☐ dimensions of boat storage ramp

Cross Section Drawing

- ☐ Materials to be used for construction
- ☐ ordinary high water (nontidal)
- ☐ existing contours of the shoreline and/or bank
- ☐ erosion and sediment control measures (e.g. silt fence)

☐ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Will any excavation be required to construct the boat storage ramp? ☐ Yes ☐ No. If Yes, explain how the excavation will occur and where you plan to dispose of excavated material:

2. Will any other structures be installed concurrent with the boat storage ramp? ☐ Yes ☐ No. If Yes, please include the appropriate information.

3. Will any portion of the project be placed on wetlands or subaqueous land? ☐ Yes ☐ No. If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Nontidal
Vegetated wetlands	sf
Subaqueous land	sf

AGENT CERTIFICATION OF AUTHORIZATION

I _____ hereby certify that I have authorized _____ to act on my behalf and
(APPLICANT'S NAME) (AGENT'S NAME)

take all actions to the processing, issuance, and acceptance of this permit and any and all standard and special conditions attached.

We hereby certify that the information submitted in this application is true and accurate to the best of our knowledge.

APPLICANT'S SIGNATURE

AGENT'S SIGNATURE

DATE

DATE

Completion of this form will allow the agent to sign all future application correspondence. Also, please provide the name(s) and complete address(es) of all legal property owner(s) as shown on you recorded deed.

ADJACENT PROPERTY OWNER'S ACKNOWLEDGEMENT FORM

I, _____, own land next to or across the water from
(ADJACENT PROPERTY OWNER'S NAME)

the land of _____. I have reviewed the applicant's project drawings dated
(APPLICANT'S NAME)

_____ to be submitted for all necessary Local, State, and Federal permits.
(DATE)

I _____ HAVE NO COMMENT _____ DO NOT OBJECT _____ DO OBJECT to the project.

The applicant has agreed to contact me for additional comments if the proposal changes prior to construction of the project.

(Before signing this form, please be sure you have checked the appropriate box above.)

ADJACENT PROPERTY OWNER'S SIGNATURE DATE

NOTE: IF YOU OBJECT TO THE PROPOSAL - THE REASONS YOU OPPOSE THE PROJECT MUST BE SUBMITTED TO THE CITY OF NORFOLK IN WRITING. AN OBJECTION WILL NOT NECESSARILY RESULT IN DENIAL OF THE PROJECT, BUT, VALID COMPLAINTS WILL BE GIVEN FULL CONSIDERATION DURING THE PERMIT REVIEW PROCESS.

NOTE: Please photocopy this form if additional copies are needed.

APPLICANT'S AND CONTRACTOR'S ACKNOWLEDGEMENT FORM

I, _____, have contracted _____.
(APPLICANT'S NAME) (CONTRACTOR/COMPANY NAME)

to perform the work described in the application signed and dated _____.
(DATE)

We will read and abide by all conditions as set forth in all Local, State, and Federal permits as required for this project. We understand that failure to follow the conditions of the permits may constitute a violation of applicable Local, State, and Federal statutes and that we will be liable for any civil and/or criminal penalties imposed by these statutes.

In addition, we agree to make available a copy of any permit to any regulatory representative visiting the project site to ensure permit compliance. If we fail to provide the applicable permit upon request, we understand that the representative will have the option of stopping our operation until it has been determined that we have a properly signed and executed permit and are in full compliance with all terms and conditions.

APPLICANT'S SIGNATURE

DATE

CONTRACTOR'S SIGNATURE AND TITLE

DATE

CONTRACTOR'S NAME (PRINTED/TYPED)
OR NAME OF FIRM

CONTRACTOR'S OR FIRM'S ADDRESS